

MARYLAND

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no. 264(A)  
Folio

State of Maryland. State Plan

Education.

APPLICATION

to

U.S. Department of Commerce  
National Fire Prevention and Control Administration

for

Academy Planning Assistance Program

+

April 1976

Maryland

HC

107

-M32

no. 264

F9116



MARVIN MANDEL  
GOVERNOR

MARYLAND  
DEPARTMENT OF STATE PLANNING

301 WEST PRESTON STREET  
BALTIMORE, MARYLAND 21201  
TELEPHONE: 301-383-2451

VLADIMIR A. WAHBE  
SECRETARY OF STATE PLANNING  
MADELINE L. SCHUSTER  
DEPUTY SECRETARY

April 13, 1976

Mr. Howard D. Tipton  
National Fire Prevention and Control  
Administration  
P.O. Box 19518  
2400 M. Street, NW  
Washington, D.C. 20036

Dear Mr. Tipton:

Please find transmitted herein an original and two copies of the application of the State of Maryland for Federal grant support in the preparation of a STATEWIDE FIRE EDUCATION AND TRAINING PLAN under the Academy Planning Assistance Program.

As you will recall, Governor Mandel in his letter of March 24, 1976 indicated that it was the intent of our State to actively participate in this new program. Consistent with the Governor's direction, the Department of State Planning and the Office of the State Fire Marshal have jointly prepared the necessary application materials. In choosing between the two major parts of the Academy Planning Assistance Program, the decision to apply for aid in developing a Statewide Fire Education and Training Plan was made only after an investigation revealed that Maryland would best qualify under and most benefit from this activity. Discussions with representatives of fire organizations from across the State, review of relevant existing studies and reports, and receipt of information from other authoritative sources in the field were all confirmatory that Guideline requirements for the Statewide Organizational Design have already basically been met. A copy of the organizational design is attached.

It also should be noted that this application has been referred to the State Clearinghouse for review, and any comments forthcoming will be transmitted to your Office at the appropriate time. We understand that this is not required; however, the procedure is a valuable coordinative device.





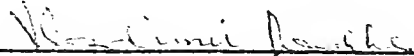
We expect to be providing additional letters of support and endorsement. Unfortunately, as a result of time constraints, not all pertinent groups or individuals have been able to get letters to us. These will be provided to you upon receipt.

The State of Maryland welcomes the opportunity afforded by this program to prepare a comprehensive plan for the education and training of its fire services personnel.

Sincerely,



J.C. Robertson  
Fire Marshal

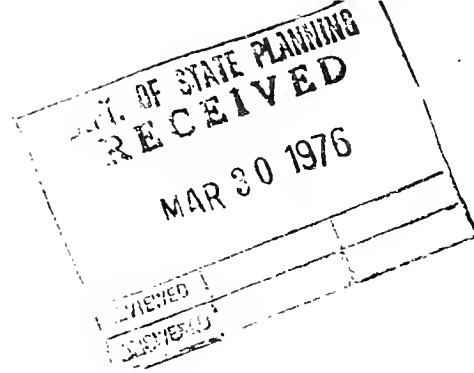


Vladimir Wahbe, Secretary  
Department of State Planning

Attachments



March 24, 1976



Mr. Howard D. Tipton  
Administrator  
National Fire Prevention and  
Control Administration  
Washington, D. C. 20230

Dear Mr. Tipton:

I have received your letter of March 1, 1976 inviting the State of Maryland to apply for funds from the Academy Planning Assistance Program. This is a very worthwhile program which has the potential of meeting a most important need. I am anxious for Maryland to become an active participant in this endeavor. I have signed the "Notice of Intent" to apply for pilot-year funding, and I am confident that this State can initiate a continuing positive and mutually beneficial relationship with the National Fire Prevention and Control Administration.

Mr. Vladimir A. Wahbe, Secretary of the Department of State Planning, and Mr. J. C. Robertson, State Fire Marshal, will head the effort to prepare the necessary application and shall keep me aware of the progress and prospects. They will seek the assistance of the Fire Rescue Institute, Firemen's Training Committee of the Maryland State Firemen's Association, Training Academy Association and other relevant groups and individuals in this task. This arrangement will assure that proper coordination of planning, education, training and other related expertise needed will make the program successful.

Thank you for bringing this matter to my attention.

Sincerely,

Governor

MM/VAW/jlb

cc: Secty. Vladimir A. Wahbe

Mr. J. C. Robertson

Enclosure



SECTION I—APPLICANT/RECIPIENT DATA

SECTION II—CERTIFICATION

SECTION III—FEDERAL AGENCY ACTION

FEDERAL ASSISTANCE			CANT'S APPLI-CATION		APPLICATION IDENTIFI- FIER		76-4-820	
1. TYPE OF ACTION (Mark appropriate box) <input type="checkbox"/> PREAPPLICATION <input checked="" type="checkbox"/> APPLICATION <input type="checkbox"/> NOTIFICATION OF INTENT (Opt) <input type="checkbox"/> REPORT OF FEDERAL ACTION			b. DATE Year month day 19		b. DATE Year month day 19 76 4 13		b. DATE Year month day 19 76 4 13	
4. LEGAL APPLICANT/RECIPIENT a. Applicant Name : State of Maryland b. Organization Unit : Department of State Planning c. Street/P.O. Box : 301 West Preston Street d. City : Baltimore a. County : Balto. City f. State : Maryland g. ZIP Code: 21201 h. Contact Person (Name) : Edwin L. Thomas i. Telephone No. : 301-383-2455					5. FEDERAL EMPLOYER IDENTIFICATION NO. 52-6002033			
7. TITLE AND DESCRIPTION OF APPLICANT'S PROJECT  Statewide Fire Education and Training Plan					6. PRO-GRAM (From Federal Catalog)		a. NUMBER b. TITLE PL 93-498 Sec. 7 (f)	
					8. TYPE OF APPLICANT/RECIPIENT A-State H-Community Action Agency B-Interstate I-Higher Educational Institution C-Substate J-Indian Tribe D-District K-Other (Specify): E-City F-School District G-Special Purpose District Enter appropriate letter <input checked="" type="checkbox"/> A			
10. AREA OF PROJECT IMPACT (Names of cities, counties, States, etc.) Statewide					11. ESTIMATED NUMBER OF PERSONS BENEFITING 15,000/5 years		9. TYPE OF ASSISTANCE A-Basic Grant D-Insurance B-Supplemental Grant E-Other C-Loan Enter appropriate letter(s) <input checked="" type="checkbox"/> A <input type="checkbox"/>	
13. PROPOSED FUNDING a. FEDERAL \$ 36,200 .00 b. APPLICANT .00 c. STATE .00 d. LOCAL .00 e. OTHER .00 f. TOTAL \$ 36,200 .00					14. CONGRESSIONAL DISTRICTS OF: a. APPLICANT Statewide b. PROJECT Statewide		15. TYPE OF CHANGE (For 12c or 12e) A-Increase Dollars F-Other (Specify): B-Decrease Dollars C-Increase Duration D-Decrease Duration E-Cancellation Enter appropriate letter(s) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
16. PROJECT START DATE Year month day 1976 6 30					17. PROJECT DURATION 12 Months		18. ESTIMATED DATE TO BE SUBMITTED TO FEDERAL AGENCY Year month day 19	
20. FEDERAL AGENCY TO RECEIVE REQUEST (Name, City, State, ZIP code) Dept. of Commerce National Fire Prevention and Control Adm., Wash., D.C.					21. REMARKS ADDED X Yes <input type="checkbox"/> No 20036			
22. THE APPLICANT CERTIFIES THAT		a. To the best of my knowledge and belief, data in this preapplication/application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is approved.		b. If required by OMB Circular A-95 this application was submitted, pursuant to instructions therein, to appropriate clearinghouses and all responses are attached: (1) Maryland State Clearinghouse (2) (Currently under Review) (3)		No response attached <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
23. CERTIFYING REPRESENTATIVE		a. TYPED NAME AND TITLE Vladimir Wahbe, Secretary Dept. of State Planning		b. SIGNATURE <i>Vladimir Wahbe</i>		c. DATE SIGNED Year month day 19 76 04 13		
24. AGENCY NAME					25. APPLICATION RECEIVED Year month day 19			
26. ORGANIZATIONAL UNIT					27. ADMINISTRATIVE OFFICE			
29. ADDRESS					28. FEDERAL APPLICATION IDENTIFICATION			
31. ACTION TAKEN <input type="checkbox"/> a. AWARDED <input type="checkbox"/> b. REJECTED <input type="checkbox"/> c. RETURNED FOR AMENDMENT <input type="checkbox"/> d. DEFERRED <input type="checkbox"/> e. WITHDRAWN		32. FUNDING a. FEDERAL \$ .00 b. APPLICANT .00 c. STATE .00 d. LOCAL .00 e. OTHER .00 f. TOTAL \$ .00		33. ACTION DATE Year month day 19		34. STARTING DATE Year month day 19		
35. CONTACT FOR ADDITIONAL INFORMATION (Name and telephone number)		36. ENDING DATE Year month day 19		37. REMARKS ADDED <input type="checkbox"/> Yes <input type="checkbox"/> No				
38. FEDERAL AGENCY A-95 ACTION		a. In taking above action, any comments received from clearinghouses were considered. If agency response is due under provisions of Part 1, OMB Circular A-95, it has been or is being made.		b. FEDERAL AGENCY A-95 OFFICIAL (Name and telephone no.)				



See Attached (Project Justification and Description)

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Exhibit M-3. Application for Federal Assistance  
(Page 2 of 12) (Nonconstruction Programs)





# SECTION C - NON-FEDERAL RESOURCES

	(a) Grant Program	(b) APPLICANT	(c) STATE	(d) OTHER SOURCES	(e) TOTALS
8.	N/A	\$	\$	\$	\$
9.	N/A				
10.	N/A				
11.	N/A				
12. TOTALS		\$	\$	\$	\$

## SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 36,200	\$ 3,200	\$ 6,550	\$ 13,200	\$ 13,250
14. Non-Federal	0	0	0	0	0
15. TOTAL	\$ 36,200	\$ 3,200	\$ 6,550	\$ 13,200	\$ 13,250

## SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

	(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
		(b) FIRST	(c) SECOND	(d) THIRD	(e) FOURTH
16. Statewide Fire Ed. and Trg. Plan		\$ 36,200	\$	\$	\$
17.					
18.					
19.					
20. TOTALS		\$ 36,200	\$	\$	\$

## SECTION F - OTHER BUDGET INFORMATION

(Attach additional Sheets if Necessary)

21. Direct Charges	
22. Indirect Charges	
23. Remarks	

PART IV PROGRAM NARRATIVE (Attach per instruction)  
 Exhibit M-3, Application for Federal Assistance (Nonconstruction programs)



# INSTRUCTIONS

## PART III (continued)

### Source of Non-Federal Resources

— Enter amounts of non-Federal resources that are used on the grant. If in-kind contributions are involved, provide a brief explanation on a separate sheet. (See Attachment F, FMC 74-7.)

Line (a) — Enter the program titles identical to Column (a) of Section A. A breakdown by function or activity is not necessary.

Line (b) — Enter the amount of cash and in-kind contributions to be made by the applicant as shown in Section A. (See Attachment F, FMC 74-7.)

Line (c) — Enter the State contribution if the applicant is a State or State agency. Applicants which are not State agencies should leave this column blank.

Line (d) — Enter the amount of cash and in-kind contributions to be made from all other sources.

Line (e) — Enter totals of Columns (b), (c), and (d).  
— Enter the total for each of Columns (b)-(e). The total in Column (e) should be equal to the amount on Column (f), Section A.

### D. Forecasted Cash Needs

— Enter the amount of cash needed by quarter from the grantor agency during the first year.

— Enter the amount of cash from all other sources during the first year.

Line 15 — Enter the totals of amounts on Lines 13 and 14.

### Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16-19 — Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuing grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This Section need not be completed for amendments, changes, or supplements to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

Line 20 — Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

### Section F. Other Budget Information

Line 21 — Use this space to explain amounts for individual direct object cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

Line 22 — Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23 — Provide any other explanations required herein or any other comments deemed necessary.



## SECTION A - BUDGET SUMMARY

Now or Revised Budget

Total

Non-Federal

(1)

Federal

Non-Federal

Federal

Non-Federal

Federal

Non-Federal

Federal

Non-Federal

Statewide PL 93-498

Fire &amp; Ed.

T19. Plan

2.

3.

4.

5. TOTALS

## SECTION B - BUDGET CATEGORIES

- Grant Programs, Function or Activity

Total

(3)

6. Object Class Categories

a. Personnel

b. Fringe Benefits

c. Travel

d. Equipment

e. Supplies

f. Contractual

g. Construction

h. Other

i. Total Direct Charges

j. Indirect Charges

k. TOTALS

7. Program Income

Exhibit M-3, Application for Federal Assistance (Nonconstruction Programs)

(Page 7 of 12)



## INSTRUCTIONS

### PART III

#### General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may not require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

#### Section A. Budget Summary

Lines 1-4, Columns (a) and (b).

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the catalog program title and the catalog number in Column (b).

For applications pertaining to a *single* program requiring budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the catalog number in Column (b). For applications pertaining to *multiple* programs where *none* of the programs *require* a breakdown by function or activity, enter the catalog program title on each line in Column (a) and the respective catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) through (g).

For *new* applications, leave Columns (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For *continuing* grant program applications, submit these forms before the end of each funding period as required by

the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period *only* if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For *supplemental grants and changes to existing grants*, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should *not* equal the sum of amounts in Columns (c) and (f).

Line 5 -- Show the totals for all columns used.

#### Section B. Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets were prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Lines 6a-h -- Show the estimated amount for each direct cost budget (object class) category for each column with program, function or activity heading.

Line 6i -- Show the totals of Lines 6a to 6h in each column.

Line 6j -- Show the amount of indirect cost. Refer to FMC 74-4.

Line 6k -- Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5. When additional sheets were prepared, the last two sentences apply only to the first page with summary totals.

Line 7 -- Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the program narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

Exhibit M-3. Application for Federal Assistance (Nonconstruction Programs)

(Page 8 of 12)





# PROJECT APPROVAL INFORMATION

<b>Item 1.</b>	
Does this assistance request require State, local, regional, or other priority rating?	Name of Governing Body _____ Priority Rating _____
_____ Yes <u>X</u> No	
<b>Item 2.</b>	
Does this assistance request require State, or local advisory, educational or health clearances?	Name of Agency or Board _____
_____ Yes <u>X</u> No	(Attach Documentation)
<b>Item 3.</b>	
Does this assistance request require clearinghouse review in accordance with OMB Circular A-95?	(Attach Comments) Though review not required, the application is currently under review (Comments to be forwarded when received).
_____ Yes <u>X</u> No	
<b>Item 4.</b>	
Does this assistance request require State, local, regional or other planning approval?	Name of Approving Agency _____ Date _____
_____ Yes <u>X</u> No	
<b>Item 5.</b>	
Is the proposed project covered by an approved comprehensive plan?	Check one: State <input type="checkbox"/> Local <input type="checkbox"/> Regional <input type="checkbox"/>
_____ Yes <u>X</u> No	Location of Plan _____
<b>Item 6.</b>	
Will the assistance requested serve a Federal installation?	Name of Federal Installation _____ Federal Population benefiting from Project _____
_____ Yes <u>X</u> No	
<b>Item 7.</b>	
Will the assistance requested be on Federal land or installation?	Name of Federal Installation _____ Location of Federal Land _____ Percent of Project _____
_____ Yes <u>X</u> No	
<b>Item 8.</b>	
Will the assistance requested have an impact or effect on the environment?	See instructions for additional information to be provided.
_____ Yes <u>X</u> No	
<b>Item 9.</b>	
Will the assistance requested cause the displacement of individuals, families, businesses, or farms?	Number of: Individuals _____ Families _____ Businesses _____ Farms _____
_____ Yes <u>X</u> No	
<b>Item 10.</b>	
Is there other related assistance on this project previous, pending, or anticipated?	See instructions for additional information to be provided.
_____ Yes <u>X</u> No	

Exhibit M-3. Application for Federal Assistance (Nonconstruction programs)  
(Page 5 of 12)





987-4010

FIRE DEPARTMENT HEADQUARTERS  
MILLERSVILLE, MARYLAND 21108

April 14, 1976

OFF. OF STATE PLANNING RECEIVED	
APR 14 1976	
RECEIVED	

Mr. Vladimir Wahbe  
Secretary of State Planning  
301 W. Preston Street  
Baltimore, MD 21201

REF: Academy Planning and Assistance Program

Dear Mr. Wahbe:

Since time has been short in reference to this program, I have not been able to meet with our members of the Maryland Association of Fire Rescue Academies. I am sure you will find they will be in favor of the State of Maryland receiving funds that would enhance the training program throughout the State of Maryland.

Our organization was formed to exchange information that would be of mutual concern to all academies in the State of Maryland and to assist in the endeavors to increase the standards and levels of training throughout the state.

I would like to take this opportunity to thank you for the opportunity to have input into the Academy Planning and Assistance Program.

In the best interest of Fire Service Training, I remain

Respectfully,

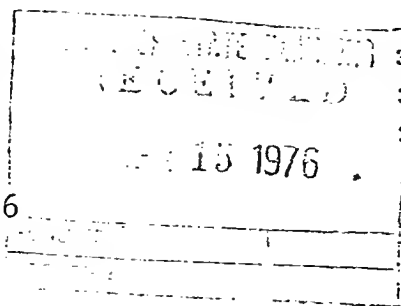
Raymond W. Smith, Division Chief  
Chairman  
Maryland Assoc. of Fire/Rescue  
Academies

cc: Baltimore City Fire Department  
Howard County Fire Department  
Prince Georges County Fire Department  
Montgomery County Fire Department  
Anne Arundel County Fire Department  
MAFRA -file



# MARYLAND STATE FIREMEN'S ASSOCIATION

William F. Cooke  
Vice Chairman  
Firemen's Training Committee  
P. O. Box 1  
Waldorf, Maryland  
20601



301-645-5015 (Home)  
301-934-9521 (Work)  
202-870-3233 (Work)

April 14, 1976

Mr. Vladmir Wahbe, Secretary,  
Department of State Planning,  
301 West Preston Street,  
Baltimore, Maryland 21201

Dear Mr. Wahbe;

On behalf of the Maryland State Firemen's Association, and Firemen's Training Committee Chairman Robert J. Smith, I am writing to offer the following:

"Our organization supports the State of Maryland's application for an Academy Planning Assistance Program to prepare a Statewide Fire Education Training Plan. "

The Maryland State Firemen's Association has long been active in the formulation and pursuit of the objectives which could be accomplished by such a plan.

We hope that our support of this project may be of assistance to you and your staff in this project and if we may be of additional help, please contact Chairman Smith or me at your convenience.

Yours very truly,

A handwritten signature in cursive script, reading "William F. Cooke".

William F. Cooke,  
Vice Chairman

WFC/bms

CC: James C. Robertson, Fire Marshal  
Robert J. Smith, Chairman, F.T.C.



MARYLAND FIRE AND RESCUE INSTITUTE  
UNIVERSITY OF MARYLAND  
COLLEGE PARK, MARYLAND 20742  
301-454-2416

April 15, 1976

Honorable Vladimir A. Wahbe, Secretary  
Department of State Planning  
Maryland State Office Building  
301 West Preston Street  
Baltimore, MD 21201

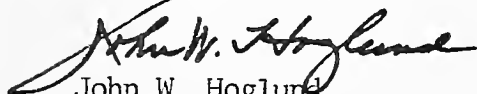
Dear Secretary Wahbe:

The faculty and staff of the Maryland Fire and Rescue Institute was pleased to learn of the United States Department of Commerce National Fire Prevention and Control Administration's Academy Planning Assistance Program. It is a program that has long been needed in this great country.

The University of Maryland Fire and Rescue Institute wholeheartedly supports the State of Maryland's application for the Academy Assistance Program, to prepare a Statewide Fire Education and Training Plan for Maryland. The Institute is delighted to be part of the network.

Since the late 20's and early 30's, the University of Maryland has been involved in planning and contributing toward the objective of a more fire-safe environment. On behalf of all who have served before us and all who are presently engaged in attempting to meet the challenges of today's fire service community, we pledge to you and members of your department the utmost in cooperation and support from the Maryland Fire and Rescue Institute and its resources. Only in this manner can all segments and entities concerned, involved or touched by the fire problem come upon workable solutions in the best interest of the Maryland citizens.

Respectfully yours,



John W. Hoglund  
Director

JWH/dlk





## OBJECTIVES

The State of Maryland desires to achieve several objectives related to improving the administration of the Fire Protection function through preparation of the Statewide Fire Education and Training Plan. In setting forth these stated objectives, it is important to recognize that these are ends to be obtained through the planning process rather than an articulation of the accomplishment envisioned through the actual rendering of fire education and training services. Aside from these statements of planning objectives, more program oriented objectives will be forthcoming as an initial stage of the planning activities through formulation of goals, policies and program proposals. In addition, by way of elaboration upon our presentation of objectives to be served through the preparation of an education and training plan, there is included a series of subordinate task related objectives, the completion of which will contribute to achievement of each principal planning objective.

1. To develop and produce a comprehensive and representative statewide fire education and training plan.
  - ° A total and integrated analysis of the State of Maryland's fire services training and education system
  - ° A complete and thorough assessment of major needs and problems in the training and education of fire personnel across the State
  - ° A long-range set of recommendations for improvements Statewide to the Maryland fire training and education system
2. To provide an informational overview of the existing education and training system for fire services personnel.
  - ° A description of present functional responsibilities, organizational relationships, and resources available to



State and local fire service organizations for training and education in Maryland

- ° Compilation of a statistical data base for measurement with as much precision as possible of conditions and trends in the delivery of fire training and education services
  - ° A survey of laws, ordinances, regulations, standards or other formal expressions of policy currently governing the conduct of fire training or education activities in the State and its subdivisions
3. To provide a complete catalog and description of existing fire training and education programs.
- ° Identification of service providers, eligibility requirements, testing and evaluation procedures, and status with regard to certification or accreditation
  - ° Indication of the extent of cooperative arrangements which exists at State, regional and local levels with respect to training and education of fire personnel
4. To identify gaps, duplications and areas of need in fire services training and education across the State.
- ° Conduct of a comprehensive assessment of present deficiencies in Maryland's fire education and training system
  - ° Projection and analysis of patterns and trends in fire safety population and education and training data in order to arrive at an estimation of future fire education and training needs
5. To assess needs, establish priorities, and propose new programs for improving education and training opportunities throughout the State.



- ° Identification of training needs requiring both immediate and more long-term corrective action
  - ° Determination of statewide priorities for improving fire education and training to provide for subsequent planning and implementation
  - ° Formulation of long-range (five year) goals
  - ° Development of a comprehensive improvements program reflective of the priority problems identified
6. To develop an action strategy through which available and anticipated resources can most effectively be mobilized to implement priority programs.
- ° Determination of necessary resource requirements to effectuate program proposals, in terms of equipment, facilities, staff, organization structure, funds, etc.
  - ° Development of a time phase plan for implementation of recommended program actions
  - ° Establishment of evaluative criteria
7. To encourage State and local fire organizations to carry out plan recommendations for action.
- ° Extension of fire training and education programs to include interested persons from related professional fields in health, engineering, construction, materials, etc.
  - ° Provision of a full spectrum of fire service training and education services ranging from pre-employment orientation programs during recruitment to advanced training and academic course offerings for upper level personnel.



It is intended that through preparation of this plan a total informational perspective on Maryland's system of education and training for fire service personnel can be gained. In terms of direct impact upon the operations of affected fire organizations, it is anticipated that three major benefits will be realized through this Plan. First, it is expected to enable fire service supervisory personnel to determine optimal policies and programs for the most effective and efficient delivery of these services. Secondly, it is anticipated that this in turn will benefit fire service line personnel through improved training of the individual fire fighter so that he may enter hostile environments, such as burning structures, to carry out his emergency mission with maximum safety, speed and competence. Finally, it is felt that this Plan will ultimately benefit the people of the State of Maryland through reduced loss of life, injury, and property damage due to fire as a result of better training and education programs in fire prevention and control.

Other perceived benefits to be gained from development of the proposed plan are as follows:

1. Provision of a central State plan reference to assure uniformity and consistency between overall State education and training objectives and individual fire organization efforts.
2. Clarification and definition of the respective roles of the State and localities with regard to the training and education of fire service personnel.
3. Achievement of coordinative and cooperative arrangements between State, regional and local levels of organization in meeting fire education and training needs.





4. Reduction of fragmentation and duplication in fire training and education services, resulting in monetary savings, while at the same time providing better and more effective training and education to fire personnel.
5. Assemblage and dissemination of accurate and up-to-date data on fire training and education for identification of needs and evaluation of program effectiveness.
6. Resolution of special education and training issues (such as the need for a central training academy or the desirability of regional training centers) requiring comprehensive analysis and agreed upon recommendations by a statewide plan/study group.
7. Encouragement of new or improved programs for fire education and training based upon a comprehensive analysis of needs and resource priorities of the entire State fire service system.
8. A higher degree of cooperation and coordination between members of major fire service organizations from across the State, through active representation in planning and implementing programs supportive of fire education and training activities.
9. Increased effectiveness during mutual aid responses where fire personnel from several jurisdictions may be involved, as a result of better coordination and greater uniformity in training in fire suppression tactics and techniques.
10. Standardization of training and education requirements, so that both full-time and volunteer firemen can serve interchangeably in performing fire services.
11. Better utilization of fire service personnel with advanced academic qualifications through their use as a resource in the education and training of others.



12. Improvements in fire safety through development of innovative, new educational programs to expose specialists in structural planning, design and related occupations to fire protection engineering principles.



a. A description of the method proposed for achievement of the preparation of the education and training plan which will be representative and comprehensive is contained in the following narrative discussion.

The Statewide Fire Education and Training Committee, composition described in the Planning Entity/Advisory Group portion of the Organizational Design, has within the group or available to the individual members a tremendous storehouse of knowledge and assistance. The planning tasks of the Committee will not be turned over to a consultant. Too often this results in erroneous, irrelevant, overextended results which are repudiated by the client or have very little to no chance of being implemented. The Committee as a whole will set goals, policies, and priorities. Detailed work will be performed by sub-committees, individuals and as appropriate, contributed services will be gained from other experts in various fields. In certain areas where expertise is unavailable, accelerated performance is required, or special data gathering tasks are envisioned, planning funds will be used to have working papers prepared, research and analysis performed, or other materials drafted. The concept is for the bulk of the work to be performed by and the decisions to be rendered by the Committee.

The members of the Committee have served together on many occasions, are already personally familiar with each other's duties and responsibilities. In fact, many have worked together or contributed coincidentally to previous endeavors closely related to this planning work:

- Governor's Commission on Fire Service
- Report on the Functions of Government
- A Plan to Establish and Operate a Regional
- Center for Training Fire Fighters and
- Rescue Personnel in the State of Maryland
- (copy attached)
- Various Conferences, Associations and
- Working Groups



thus very little if any start-up time will be required to initiate substantive work related to this planning assignment when application approval has been received.

The Department of State Planning performs a variety of long-range planning functions regarding the State's physical, human, economic, fiscal and governmental resources. The Department also serves to coordinate programming and planning which occur within the State agencies and among the various levels of government. The Department is responsible for capital improvements programming and the State A-95 Clearinghouse. It is the knowledge gained from performing these tasks that the Department will bring to this training and education planning program in addition to providing guidance and direction relevant to basic planning concepts and methodologies. The process and product as described in the Academy Planning Assistance Program GUIDELINES document, though having the particular orientation appropriate to fire education and training, are familiar to the Department. Therefore, the Department's role will be the provision of information regarding future growth and demographic characteristics, the broader governmental perspectives, planning procedures and to give general guidance to this effort. The Department will be the recipient of the funds, maintain necessary accounting and administrative records, submit needed reports. Any dissemination of the funds will be with the advise of the Committee.

b. Attached is a delineation of major work tasks, time for achievement, and assignment of those tasks to primary participants. The details are in furtherance of the concepts as described in the first portion of this approach section. The start date can be earlier or later depending on the date this application is approved. In any event, the work will take one year to complete. The work items will be addressed in the same relative order regardless of month





MARYLAND STATEWIDE FIRE EDUCATION AND TRAINING PLAN  
Work Program/Schedule

Statewide Fire Education and Training Plan Components	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Comments - Primary Participants
1. General Overview													
a. Population Distribution													a. Department of State Planning
b. Fire Safety Population													b. State Firemen's Association, MD/DC Prof. Firefight
c. State laws, local standards re: recruitment, training, etc.													c. State Firemen's Association, Local Agencies, Department of Education, Md. Cour. of Fire&Rescue
d. Student subsidies and aid													d. State Scholarship Board
e. Organizational design													e. Department of State Planning, Fire and Rescue Ins
2. Existing Situation													
a. Non-degree entry training													Entry and In-Service Training Sub-Committee will perform this work item. A considerable amount of information has been collected by relevant organizations. It must be assembled, updated and refined for this particular purpose.
(1) Provision of basic training													
(2) Minimum requirements													
(3) Statewide standards													
(4) Testing-Post training													
(5) Certification													
b. Non-degree in-service training													
(1) Provision of basic training													
(2) Minimum requirements													
(3) Statewide standards													
(4) Testing-Post training													
(5) Certification													
c. Educational offerings													c. U of M Fire and Rescue Institute; State Board of
d. Fire related education for others													nity Colleges; Md. Council on Higher Education ; Protection Curriculum, University of Maryland Special survey involving architects, engineers, here, inspectors, Society of Fire Protection En



Continued Fire Education and Training Plan Components		July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Assignment - Primary Participants
e. National Priority Programs (1) Public education (2) Administration and management of Fire Services (3) Inspection, code enforcement (4) Building design (5) Fire and arson investigation	a. Priority Statements													<p>e. A status paper will be prepared by a member of Committee or a small stipend provided to prepare special report drawing from other completed projects of the work program.</p> <p>1,3,4 &amp; 5 - State Fire Marshal's Office, local Fire Marshal's Offices 2 and 4 - Fire Protection Curriculum, U of M 2 - Maryland Fire Chiefs Association</p> <p>A Goals and Priorities Sub-Committee will be created to be supplemented as needed with research and an expertise.</p>
	b. Determination levels of education and training													
	c. New, improved education and training program													
	d. Long-range goals establishment													
	4. Development Strategy													
Major program areas will be designed to meet the priority needs and major goals. Each major program area will be fully developed and documented (a through j)														<p>An Action Plan Sub-Committee will be created and research, analysis and programming expertise.</p>



Statewide Fire Education and Training Plan Components	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Assignment - Primary Participants
5. Relationship with Other State Fire Programs Summary of findings interrelating State education and training with other associated programs													Each member of the Committee will identify relations with other program areas; a draft of the report will be circulated to recognized authorities to assure a full range of relationships.
6. Preparation of Plan Report													Most of the above activities will result in memoranda, working papers, and preliminary drafts of sections or chapters of the Plan Report. A writer will be obtained to present the report in a suitable "common denominator" manner.



of origin. The work items included on the chart are essentially those as included in the GUIDELINES as the planning deliverable with modest adaptations. A start-up period with appropriate orientation of participants and initiation of work items will be superimposed on the first month's activities. Those detailed work assignments allocated to the first month can be achieved by individual agencies while the Committee is establishing sub-committees, etc.

In addition to the Sub-Committees described in the assignments segment of the chart, a Work Program-Steering Sub-Committee will be appointed to assure the time schedule is met and the emerging results are as expected. Additionally, this group will contribute to seeing that the outputs from the various participants are compatible and will guide the preparation of the Plan Report. Certainly as the work progresses added areas of investigation may be discovered and pursued; however, the elements as presented in the guidance materials of NFP&CA will be met.

As the chart depicts, those portions of the work program addressing priorities and development of strategy (action plan) are most important and will receive the bulk of the attention. Too often, planning programs devote the greatest proportion of the effort to the indiscriminate gathering of data and information thereby sacrificing time that should be available for analysis, recommendations, and development of implementation strategies. This effort is so structured and scheduled to prevent that from occurring.

c. Detailed budgetary information is presented in two tables: Budget/Work Program and Estimated Project Expenditures by Category/Quarter. As with the allocation of time, the costs are distributed in a fashion that reflects a weighting of greater importance to those work activities related to establishment of priorities, development of the action plan and implementation strategies. Over 70% of the funds will be expended on these tasks including the relationship to other programs and the work to synthesize all of the





completed work tasks. Partially, because of the readily available data and information and the considerable accumulated knowledge and expertise available through the Committee and the Sub-Groups approach, attention can be devoted to the most important and substantive aspects of the work program thus diminishing expenditure of resources on the General Overview and Existing Situation components of the Plan. This is not to indicate that these aspects will be short changed but to reflect the need and desire to concentrate on the futuristic segments of the Plan.

No attempt has been made to estimate the value of the anticipated contributions of the members of the Committee or the volunteer resources that will be committed to preparation of the Plan. It is fair to expect that the value of these services will be very substantial and will most likely equal the Federal funds to be used in preparing the Plan.

As indicated on the quarterly expenditure summary table, the greater proportion of the Federal funds will be spent for personnel and contractual services. Where special surveys, working papers, draft reports, research and analysis tasks are necessary as reflected on the Work Program/Schedule Chart, funds will be used for these purposes. Recognized authorities will be retained and important assignments made to be conducted by uniquely qualified organizations. In these cases, compensation will be necessary. In no event will any agency or organization be compensated for performing a duty which is a part of its normal operations.

The funds set aside for travel are for the purpose of reimbursing members of the Committee, Sub-Committees for "out-of-pocket" expenses incurred through participation in preparation of the Plan. These costs will generally be for travel to and from meetings and working sessions and for meals. There may be need to meet the expenses of experts called to provide assistance to the Committee. The funds indicated for supplies are for the normal materials plus preparation of the final report.



MARYLAND  
STATEWIDE FIRE EDUCATION AND TRAINING PLAN  
BUDGET/WORK PROGRAM

Statewide Fire Education and Training Plan Components	Allocation of Federal Funds
1. General Overview	2,000
a. Population Distribution	400
b. Fire Safety Population	600
c. State laws, local standards re: recruitment, training, etc.	300
d. Student subsidies and aid	400
e. Organization	300
2. Existing Situation	9,200
a. Non degree entry training	2,500
(1) Provision of basic training	
(2) Minimum Requirements	
(3) Statewide Standards	
(4) Testing-Post Training	
(5) Certification	
b. Non degree in-service training	2,500
(1) Provision of basic training	
(2) Minimum Requirements	
(3) Statewide Standards	
(4) Testing Post Training	
(5) Certification	
c. Educational Offerings	1,100
d. Fire Related Education for others	1,400
e. National Priority Programs	1,700
(1) Public Education	
(2) Administration and Manage- ment of Fire Services	
(3) Inspection, Code Enforce- ment	
(4) Building Design	
(5) Fire and Arson Investigation	



Statewide Fire Education and Training Plan Components	Allocation of Federal Funds	
3. Priority Statements	8,000	
a. Current and Future Needs		2,000
(1) Relative Importance		
(2) Establish Priority		
b. Determine Levels of Education and Training		1,800
c. New, improved Education and Training Program		3,000
d. Long Range goals Establishment		1,200
4. Development Strategy	12,500	
Major Program areas will be designed to meet the priority needs and major goals. Each major program area will be fully developed and documented (a through j)		
5. Relationship with other State Fire Programs	1,500	
Summary of findings interrelating State Education and Training with other associated programs.		
6. Preparation of Plan Report	<u>3,000</u>	
Total Federal Funds	36,200	



MARYLAND  
STATEWIDE FIRE EDUCATION AND TRAINING PLAN  
ESTIMATED PROJECT EXPENDITURES BY CATEGORY/QUARTER

CATEGORY	PROJECT YEAR BY QUARTER				TOTAL
	1st	2nd	3rd	4th	
Personnel	1,500	3,500	6,500	7,500	19,000
Fringe Benefits	--	--	--	--	--
Travel	500	750	1,200	1,500	3,950
Equipment	--	--	--	--	--
Supplies	200	300	500	1,250	2,250
Contractual	1,000	2,000	5,000	3,000	11,000
Other	--	--	--	--	--
Indirect Charges	--	--	--	--	--
TOTAL	3,200	6,550	13,200	13,250	36,200





Applicant hereby assures and certifies that he will comply with the regulations, policies, guidelines, and requirements, in OMB Circular No. A-95 and FMCs 74-4 and 74-7, as they relate to the application, acceptance and use of Federal funds for a federally-assisted project. Also the Applicant assures and certifies with respect to the grant that:

possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

Will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the basis of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement.

Will comply with Title VI of the Civil Rights Act of 1964 (42 USC 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-aided activity.

4. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
5. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
6. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
7. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
8. It will give the grantor agency or the Comptroller General through any authorized representative the access to and the right to examine all records, books, papers, or documents related to the grant.
9. It will comply with all requirements imposed by the Federal grantor agency concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with FMC 74-7.

Exhibit M-3. Application for Federal Assistance (Nonconstruction Programs)

(Page 12 of 12)



State of Maryland

Organizational Design  
for  
Statewide Fire Education  
and  
Training Planning

April 1976



## MARYLAND FIRE SERVICE EDUCATION AND TRAINING - HISTORICAL PERSPECTIVE

The State of Maryland has long been proud of its achievements and accomplishments in the field of fire protection, while still being cognizant to a very high degree of the needs and goals yet to be addressed. There has existed in the state an informal structure for many years that has really been instrumental in promoting and implementing the necessities for a more fire safe environment.

In the special field of fire service education and training, history reveals that it began in the state back in 1928-29. In 1929, the Maryland House of Delegates passed a bill that would provide for Fire Chiefs and other fire officers down through the grade of Lieutenant to make fire inspections throughout the state, with the exception of Baltimore City. This legislation was presented by the Fire Prevention and Inspection Committee of the Maryland State Firemen's Association (MSFA). The MSFA was then thirty-six years of age, having been organized in 1893. The bill was then enacted by the Senate and presented to the Governor for his signature. Meanwhile, the insurance interests in Maryland were discussing the feasibility of having firemen make safety inspections. When the day came for the then Governor Richie to sign or veto the bill, he held a public hearing. The insurance interests pleaded with the Governor to veto the bill, arguing that the firemen did not have sufficient training to administer an inspection program. The industry at that time was fearful that this piece of legislation would do more harm than good.

Chief C. Howard Whittle of Glyndon, Maryland, appeared as a representative of the MSFA before the Governor and asked that he sign the bill, saying that it was felt that the firemen could make inspections under the limited scope of the bill and do a commendable job. Despite the pleadings of the insurance lobbyist, the bill was signed. The point, however, had been made that there was a critical need for education and training within Maryland's fire services system.



During the 1929 MSFA convention held at Lonaconing, the then President Reese invited Mr. Walter Hough, secretary to Mayor Jackson of the City of Baltimore. Mr. Hough was also a leader in the National Waste Council of the United States Chamber of Commerce. Mr. Hough brought with him Mr. A.C. Hutson of the National Board of Fire Underwriters, New York City, to speak to the firemen at this convention on the matter of making fire inspections. The purpose of it was to allay any fears that the insurance people or the legislators may have had that the firemen were inept or incapable of making proper inspections in their respective areas. During Mr. Hough's address to the convention, he mentioned that Short Courses had been instituted in two other states in 1925 and that if these courses were beneficial for firemen in those states, such courses should likewise be good for Maryland. The convention decided at the end of Mr. Hough's presentation that something should be done to provide the fire service with proper training.

Planning went forth within the Associations and with the assistance of the Baltimore Fire Commissioners, the Baltimore Fire Department, Dr. Pearson, President of the University of Maryland, and Professor Steinberg of the College of Engineering, groundwork was laid for a Fire College to be held at the University of Maryland.

A plan was formulated whereby an annual Fire College of four to five days would be held at the University of Maryland, at the convenience of the University. The first Short Course was held in September 1930. Students were taken from the College Park Campus to the Baltimore Fire Department drill school for fire evolutions during the week.

A firemen's training committee was established as a standing committee of the State Association at that time. It has existed to this day, contributing in many ways to the success and furtherance of education and training in the state. From 1930 through 1936, Short Courses were held in the field of fire-





manship. In 1937, the Fire College, as it had been known, became the Fire Service Extension Department, a full fledged department in the College of Engineering. During the first year of operation, sixteen courses were held at various locations throughout the state of Maryland with a total enrollment of 532 firemen. This has since grown to a program that rendered instruction and training to over 15,400 participants last year.

In 1938, the Institute's first Director, Professor Robert B. Criswell, formally outlined the objectives of the firemen's training program:

"To extend the work of the University, state and regional fire schools; to provide a thorough review of the work covered in them; to expand the work of these schools, making such available to many more firemen; to establish a higher plane of firemanship in this state; to increase efficiency; to systematize training, to coordinate efforts; to encourage cooperation and to provide mutual aid; to teach firemen to do the very best they can with what they have available."

Aside from the growing complexity of these tasks and the addition of further programs (emergency medical services and fire prevention), the objectives of the Institute have remained very close to the original ones.

The history of the training and education program in the state continued with the dedication of a beautiful new Fire Service Extension building at a prominent site on campus, in September 1946. This building contained the offices, classrooms, sprinkler labs, drill towers, and facilities to support a statewide training program and academic program. During this period of time, the development of training procedures continued. Manuals and training materials of this type are still distributed free of charge to Maryland Fire Officers and firefighters duly enrolled in courses of instruction. Such material is also available to out-of-state residents at cost. For many years, fire service training was offered at the local level in the basic, advanced,



and section III (Officership) courses. The courses consisted of twenty weekly 3-hour sessions for a total of a minimum of sixty hours each. Satisfactory completion of one course was required as a prerequisite for admission to the next. Attendance and final examination grades have long played an important part in the Maryland training and education program.

In 1954-55, work was started on the state training academy facilities and grounds on the University campus. Work continues to this day. Fire service personnel from around the world have attended courses at College Park. A 1.3 million dollar capital improvement program for new construction and renovations at the College Park headquarters and training academy sites is now under construction.

From the beginning, however, the emphasis has been on taking the training to the firefighter in the field. The Basic-60-hour instation training course became available early to the local departments. At the same time, regional senior instructors were hired on a part-time basis and the program of educating and training firefighters throughout the state was off and running.

#### INSTRUCTORS CERTIFICATION

The University of Maryland has maintained a large cadre of qualified "part-time" instructors through the years to service class requests throughout the state of Maryland. This group currently numbers in excess of 230 people and is subdivided into (1) those who teach in the fire rescue field programs, (2) those who teach in the fire academy, and (3) those who teach in the emergency medical technician program. These subdivisions are not mutually exclusive and it is common for one instructor to be involved in two or even all three phases of the part-time program.



Part-time instructors are recruited from both the volunteer and paid fire service. An interested individual makes application with the University for employment. Candidates meeting the minimum qualifications are notified that their applications have been received and that a personnel file folder has been activated. It is worth noting that applicants are all personally known to one or more faculty members of the Institute due to the close statewide contact with the Fire and Rescue and Ambulance Services.

Instructor training has been conducted for part-time faculty since 1951. In 1966, a complete revision of the instructor training program was made, with thorough revisions again being made in 1972 and 1975. A decade of experience with a very strong instructor training program prevails.

Applicants for employment are required to take a battery of three examinations. The examinations are administered periodically at various locations throughout the State or on an individual basis if necessary. Paid and volunteer fire departments and rescue squads may also participate in the process in order to have certified instructors on their roles.

The test battery consists of (1) the Wesman Personnel Classification Test which measures verbal reasoning and arithmetical skills, (2) the Miller Survey of Mechanical Insight which measures ability to discern mechanical relationships and (3) the comprehensive job knowledge test in either fire or emergency medical subject areas. The job knowledge test requires the passing score of 70%. In the other two examinations, candidates are required to equal the statewide average of all who have taken the exam series under the University. With respect to the Wesman PCT, the current statewide average is roughly equivalent to a representative group of Air Force captains. Candidates who do not meet the standards are so informed. Successful applicants are next enrolled in a 40-hour instructor training course taught by a member of the Institute's faculty.



This program covers educational philosophy, practical teaching techniques, and practice teaching by each student.

Fire and rescue instructors who successfully complete the instructor training course are further required to complete a minimum of 6-hours of observed practice teaching in the field under an internship program. Training academy instructors are placed in active teaching service through on-the-job-training programs under the training academy supervisor. Emergency medical technician instructors must attend additional professional development institutes on standardized emergency technician skills.

All qualified active instructors are continually monitored by the department through supervisory class visits. Continual updating in job skills, teaching techniques, and technical information are carried on through annual instructor short courses and small regional meetings with Institute supervisory personnel.

The Maryland Instructor Training and Certification program has been utilized as a prototype by a number of other states. It has achieved many goals during a period when national standards for certification purposes were not available. Each year improvements have continued to be made in instructor training programs. Senate Bill 785 of the Maryland General Assembly charged the Maryland Fire and Rescue Institute with the responsibility of rendering instructor training statewide.

The instructor program has been instrumental in helping all facets of the fire protection field in the state, whether it be suppression, fire prevention, public education, emergency care, or fire department management. Much remains to be done in a statewide training education movement to enhance classroom instruction for certification purposes under the new national standards presently being developed.





## STATE AND FEDERAL FOREST SERVICE

Through the Basic Firemen's Training Course, the Maryland Fire and Rescue Institute attempts to familiarize members of local fire departments with the operations of forestry organizations in suppressing brush and forest fires, as well as the nature and scope of the problem these fires present. Material for this course of instruction was reviewed by both the Maryland Department of Forests and Parks and the U.S. Forest Service, so that some degree of standardization in terms has been achieved. The Institute confers from time to time with both agencies in a useful exchange of information.

The agencies have worked closely for many years, including joint participation in such educational and training programs as staff and command. Today, the offices are working together under the Rural Development Act.

## OTHER TRAINING JURISDICTIONS

The Maryland Fire and Rescue Institute firemen's training program consists of a Basic Course and Intermediate Level series of courses. The Basic Course is a prerequisite to participation in the Intermediate courses. Since the local or county level training academies provide basic level training, the Institute in 1972 inaugurated a program of Equivalency testing and accreditation which enables a graduate of a county program to participate in the Intermediate program for credit. At the present time, all of the county training academies are participating in the program.

Certification for Field Courses, which range in length from forty to seventy-eight hours, is based on attendance at approximately 95% of class sessions, attainment of a grade of 70% or higher on a final examination, and a satisfactory evaluation in the area of preparation (homework) and class participation. Final examination in the Basic area is both written (75%) and



and practical (25%). Equivalency examination follows the same proportionate breakdown but involves a more lengthy examination (two hundred items), since the factor of instructor evaluation is not present.

#### INSURANCE INDUSTRY

Over the years, the Institute and its predecessor, the Fire Service Extension, have from time to time worked together with the insurance industry to improve the training and operation of the fire service in Maryland. The grading schedule used by the Maryland Insurance Rating Organization requires that each fire department, in order to be graded for insurance rating credit, must have among its active members at least ten graduates of the Basic Firemen's Training Course. In addition, representatives of the Rating Organization have appeared on short course programs to explain the grading schedule requirements for fire flows. Speakers from the Insurance Service Office and its predecessors, the American Insurance Association and the National Board of Fire Underwriters, have appeared on numerous programs at the Institute.

#### SHORT COURSES, SEMINARS, CONFERENCES

The Maryland Fire and Rescue Institute conducts numerous short courses, seminars and conferences throughout the year with attendance by representatives of fire departments, police departments, military organizations, private industry, such State institutions as hospitals, University departments, the Department of Corrections, and others. Specialized short courses and programs in such areas as industrial fire protection, civil defense shelter management, industrial management planning for disasters, in-service training for fire and police officials responsible for arson investigation, and safety for College of Education students have been conducted over the years. Specialized courses have been conducted for the United States Coast Guard, National Bureau of Standards,



Atomic Energy Commission, National Security Agency, National Aeronautics and Space Administration, and other agencies. Work has also been done with the Civil Service Commission in Baltimore City, and with the Maryland State Police in the area of emergency training.

Short course and seminar offerings have been designed to meet specific needs, within the constraints of available budget and staff. Recent offerings such as Sprinkler and Standpipe, Gas Leak Emergencies, and Elevator Rescue have been scheduled for repetitive presentation. Unfortunately, financial restrictions have made full implementation of this practice impossible.

#### GOVERNOR'S FIRE PREVENTION CONFERENCE

Since 1959, the Institute (Fire Service Extension) has cooperated with the Fire Marshal's Office in assisting with the Governor's Statewide Fire Prevention Conference. This annual conference has helped to focus attention on the fire problem within the State of Maryland, and has explored means of reducing the loss of life and property through fire prevention.

#### STANDARDIZED OR UNIFORM TRAINING

Statewide training through the courses presented by the Institute and its predecessor, the Fire Service Extension, has been in progress since 1937. As a result, there has been a far greater standardization in both training and operational methods than exists in other states. Adoption of new and improved techniques and equipment has been facilitated by operation of this program. As an example of the impact of the program, automatic mutual aid running of first alarm assignments is commonplace throughout the State of Maryland and has been for a number of years.

This standardization of training has also increased the mobility of the individual fireman within the State. Departments acquiring members who move



from another area can evaluate the individual's training and experience. The individual has usually been taught most of the methods employed by the department he is entering.

#### LOCAL TRAINING ACADEMIES

As Maryland's population has continued to grow and its metropolitan areas have become larger and more numerous, fire academies have been established in Baltimore, Anne Arundel, Howard, Prince George's and Montgomery Counties, and other municipal fire departments as well as in the City of Baltimore. As these career departments have increased, so has the need for more frequent and intensive training.

This increased need has resulted in the formation of training academies in each of these six jurisdictions. Below is a description of the histories, current activities and future objectives of these academies:

Anne Arundel County Training Academy - This facility was developed with the establishment of a fire department headquarters in Anne Arundel County in 1965. Prior to this time, there were 28 volunteer fire departments, all of which had their own training programs.

The Academy consists of a drill tower, structural fire building, pump test site, and flammable liquids and L-P gas pits. Training for volunteer and career firefighters covers basically all the subject areas and topics necessary to accomplish assigned duties. Frequency of training sessions is of concern. For example, instead of having contact with a firefighter once a year, Academy officials would like to have enough classes scheduled to make contact with that firefighter three or four times a year.

Baltimore City Fire Academy - Baltimore has been in the fire training business since the early 1900's. Prior to 1921, a new engine house/training academy was built including a drill tower, smoke room and structural building.





Early programs concentrated on the basics of firefighting, but with the move in 1956 to the Academy's present location on Pulaski Highway, the quality and quantity of the courses have been on the rise.

In fiscal year 1975, the Academy used its auditorium, classrooms, drill tower, structural fire building and flammable liquid pits to train 150 probationary firefighters. Each man received a total of 560 hours of training.

In addition, the facility hosted 730 students for driver training, 284 for company operations training, 1,995 for officer training, 523 for pump operations classes and 43 members of industrial brigades for a course in industrial fire protection.

According to an Academy spokesman, the number one priority for the facility in the next five to ten years is to improve the quality of its officer training programs.

Baltimore County Training Academy - This academy was founded in the post-war years of the late 1940's. In the early years, the training program concentrated on the basics of firefighting. The operation was greatly improved in 1953 with the construction of a modern academy facility, including drill tower and structural fire building.

Currently, the Baltimore County program trains career and volunteer firefighters, not only in the basics, but in hydraulics, strategy and tactics, pre-fire planning, highrise fire procedures and a number of other timely subjects.

The Academy staff is presently preparing standardized lesson plans for distribution to station officers for company drills. Future goals include video-taped classes that can be viewed individually or in groups at fire stations. Future classes are also being planned in home fire safety inspections and familiarization with the standardized national fire incident report system when it becomes effective.



Howard County Training Program - This program is the newest of the six career facilities, beginning in 1971 when Howard County first established a paid firefighting force.

This program provides training for both volunteer and career firefighters to the tune of 37,000 man hours in 1975. Presently, Howard County conducts basic and intermediate training courses in conjunction with the Maryland Fire and Rescue Institute and holds its own classes in the areas of tactics and hazardous materials.

The staff in Howard County has also developed lesson plans to be used by the volunteer departments in their monthly drills.

Howard County career recruits currently receive their initial training at the Academy in Anne Arundel County because there is presently only a partial facility in Howard County. Already on the books are plans for a combined Police/Fire Training Academy to give Howard County the capability of training its own recruits.

Montgomery County Fire/Rescue Training Academy - Centralized fire training in Montgomery County did not begin until April of 1972. But in the course of four short years, the County has established one of the finest training programs in the country.

Using a \$5-million Academy facility that opened in October 1973, 16 different courses are offered including three levels of officership and three levels of firefighter training.

In 1975, 3,000 career and volunteer firefighters spent 140,000 training hours at the Academy.

In addition to the standard fire academy buildings, the Montgomery County operation includes four-100 seat classrooms, a gymnasium with an exercise room, an apparatus room, a drafting basin, a control tower, a driver training area



and a six-story fire training building with heat and gas measurement and a simulated basement.

In future years, the Academy hopes to conduct more training in the areas of staff and command and emergency vehicle response and to upgrade the quality of its specialized courses.

Prince George's County Fire Academy - This county began centralized fire training in the late 1960's. The program is currently hampered by a lack of facilities. It is using the academies at the Maryland Fire and Rescue Institute and Anne Arundel County for practical training evolutions.

The course content of the program includes the standard offerings available at most fire training facilities.

Future plans include a combined Fire/Police Academy and a strong effort to increase the frequency of firefighter contact with the Academy plus improvement in the range and quality of subjects covered.

Other Training Academies - Several other jurisdictions maintain fire service training facilities of more modest proportions. Fire departments in the cities of Cumberland, Hagerstown and Salisbury operate and maintain training facilities. These facilities are primarily utilized for training of personnel within those departments. In all three jurisdictions, organized training programs are carried out.

#### UNIVERSITY EDUCATION

The University of Maryland College Park campus offers several programs supporting the fields of fire protection/fire science. Two of these are formal programs of study culminating with a baccalaureate degree. The remaining program is formed on an individual basis according to the background and goals of the candidate and culminates in a Master of Arts degree being awarded.



Within the College of Engineering, the program of study includes a core of civil engineering and engineering science courses to provide general engineering background. Specialization courses cover fire protection systems design, fire protection fluids, life safety analysis and fire protection engineering. Electives are usually advanced mathematics, physics and chemistry courses. This is a four year program at the campus with the Bachelor of Science in Fire Protection Engineering being awarded. Applicants to the program should have a solid foundation in physical sciences and mathematics and demonstrate a pattern of academic achievement. The Fire Service Extension Department of the College of Engineering pioneered in the development of this program, which was launched in 1956.

The Institute for Urban Studies offers an undergraduate and a limited graduate program in support of fire science. An applicant to the baccalaureate program must have an associated degree in fire science from a recognized community college program. On application, sixty hours of credit may be transferred to the University. Sixty additional hours over two years must include upper level fire science courses, mathematics, physics and chemistry and a minimum of twelve hours in behavioral and life sciences, social sciences, arts and humanities. Applicants to this program would include career firefighters, public fire safety officers and entrance level fire service administrators. At the completion of the program, the Bachelor of Science in Urban Studies-Fire Science is awarded.

In recent years, the Institute for Urban Studies has offered on a limited basis, a program designed for those persons in the fire service field who possess a baccalaureate degree in a discipline other than fire science. The course of study ranges from thirty-six to forty-eight hours and is designed according to the individual's background in urban studies/fire science and goals within the fire science courses, fifteen hours of Urban Studies core





courses and an average of fifteen hours of Urban Studies graduate level courses. Applicants would normally be senior fire officers or mid-level fire service administrators. The Master of Arts in Urban Studies-Fire Management is awarded upon completion of the program.

Further work is planned to make available a doctorate program in the fire field.

#### COMMUNITY COLLEGE PROGRAMS

Currently, there are four community colleges throughout the state with established fire education programs. The following is a list of those colleges and their enrollment as of 1974:

1. Community College of Baltimore; A.A. Degree, Fire Protection Technology; 59 students.
2. Montgomery College; A.A. Degree, Fire Protection Technology, Certification in Fire Science; 159 students.
3. Catonsville Community College; A.A. Degree in Fire Protection Technology; 198 students.
4. Prince George's Community College; A.A. Degree in Fire Protection Technology; 80 students.

In addition to those named above, a new fire program is now being initiated at Charles County Community College. Beyond the community college level, the University of Baltimore offers advanced fire education courses to 3rd and 4th year transfer students. While no courses in fire technology are offered, a complimentary administrative program is available resulting in a Bachelor degree.

The Maryland Council on Higher Education and the State Board of Community Colleges are responsible for recommending programs, approving programs prior to their initiation.



## SCHOLARSHIPS

Scholarship assistance is available for reimbursement of education expenses of firemen through the State Scholarship Board. This aid is available to meet tuition costs for courses in fire science technology. Individuals actively employed as firemen or members of organized volunteer fire departments are eligible. There are also scholarships available to children of deceased firefighters, law enforcement officers, and rescue squad members.



## OTHER STATE FIRE AGENCIES

The Maryland Forest Service, an arm of the Department of Natural Resources, is responsible for fire control in the woodlands of the State. The agency also has an extensive fire prevention program which includes public education activities.

The Forest Service closely coordinates its efforts with those of the fire departments throughout the state. All areas of the state are protected by organized fire protection. There is no land area of the state to which no fire suppression forces will respond.

In addition to public education programs, the Forest Service maintains an internal training program for its own employees. This program includes both training upon entry to employment and in-service training. As previously mentioned, the Forest Service cooperates with the Fire and Rescue Institute of the University of Maryland in the training of fire service personnel in prevention and control of natural cover fuel fires.

The State Fire Prevention Commission was established in 1964 by legislative action. The Commission is responsible for promulgation and revision of the State Fire Prevention Code, hearing of appeals in the enforcement of the Code, appointment of the State Fire Marshal, and resolution of differences of interpretation of the Fire Prevention Code. The Commission is also charged with the responsibility of updating the Fire Prevention Code utilizing public hearings prior to any such action.

Membership on the Commission includes by law three paid or volunteer fire department members, three persons representing industry with fire protection experience and one member representing the public at large. Geographic regions of the state are also incorporated in the representation scheme.



Members of the Commission are not compensated other than through reimbursement for necessary expenses. Meetings are held at least once every two months.

The State Fire Marshal's Office was established just prior to the turn of the century. In the first quarter of this century, the Office was made a part of the State Insurance Department where it remained until 1964 when it was re-established as a separate agency. With the advent of the cabinet form of government in 1970, the agency, as well as the State Fire Prevention Commission, was made a part of the Department of Public Safety and Correctional Services. The organizational structure and responsibilities remained the same, however, Through the years, additional duties have been imposed by legislative action.

The State Fire Marshal's Office is responsible for the suppression of arson through fire investigation, enforcement of the State Fire Prevention Code, control of explosives, including bomb disposal responsibilities, public fire prevention education, collection of data relating to fire occurrences in the state and enforcement of electrical safety requirements,

Under Maryland law, local and county fire marshals, where legally designated, also serve as deputy state fire marshals for the purpose of enforcement of the state fire provisions. Several counties and cities have established such programs and the individuals assigned serve in the above mentioned manner.

In addition to investigation and inspection personnel, the State Fire Marshal's Office has a cadre of fire protection engineers who are responsible for review of plans and specifications for construction of buildings to assure compliance with fire safety requirements.

Within the last several years, legislation has been enacted requiring smoke detectors in all new residential occupancies and retroactively in certain existing residential occupancies. Approval procedures for sales, installation and repair of devices and systems were also established.





All new high rise buildings are required to be fully protected by automatic sprinklers. Recent legislation will require sprinklers in new hospitals and nursing homes regardless of construction.

All consumer electrical appliances must be tested and listed by a recognized testing laboratory as a prerequisite to sale in the state. This law as well as the others mentioned above are enforced by the State Fire Marshal's Office.

Primary emphasis in recent months in the public education program has been in explosives safety and indoctrination regarding smoke detectors. General fire prevention programs are also held by the Fire Marshal's Office in various areas of the State. The agency assists other State agencies, including the Fire and Rescue Institute, in the carrying out of certain programs.

#### OTHER PARTICIPATING FIRE SERVICE ORGANIZATIONS

The Maryland State Firemen's Association organized in 1893, has long been active in encouraging firemen's training. The Association was largely responsible for the establishment of fire service training at the University of Maryland in 1930. The Firemen's Training Committee is the Association's Committee dealing directly with matters relating to education and training. The Association is composed of over 300 volunteer fire companies operating in the state. The Association also has an active fire prevention committee.

The Maryland Fire Chiefs Association is composed of career and volunteer fire chiefs and deputy chiefs from throughout the State. This organization also has a training committee and has actively participated in training programs addressed primarily to chief officers.

Maryland/DC Professional Fire Fighters Association is composed of locals of the International Association of Fire Fighters AF of L-CIO located in Maryland. This association has long been vitally interested in training for their members.



Maryland State Ambulance and Rescue Association is composed of fire departments and other organizations operating emergency ambulance and rescue service. Most such service in Maryland is operated by fire departments. The organization has been active in promoting improved training for their members.

Maryland Council of Fire and Rescue Academies - This council is made up of the instructors in charge of the county and city fire academies in the State. The group meets periodically in the interest of improved training and standardization.



## PLANNING ENTITY/ADVISORY GROUP

For purposes of the Academy Planning Assistance Program, Statewide Organizational Design, and preparation of the Statewide Fire Education and Training Plan, the Maryland Department of State Planning is the designated planning agency responsible for coordinating the development and production of this Plan. The Department of State Planning will initiate plan preparation, serve as a focal point for technical guidance during plan development, and will seek to facilitate achievement of plan work tasks.

It is the mission of the Department of State Planning to advise and assist the Governor, General Assembly and governmental agencies at all levels in matters of broad, comprehensive planning; to coordinate and stimulate planning throughout the State and to prepare and from time to time revise, amend, extend or add to plans for the development of the State. Based on physical, social, economic and governmental conditions, planning is aimed at improving the quality of life of Maryland's citizens.

In accomplishing its mission, the Department (1) serves as the Governor's principal staff agency for planning matters, providing to the Governor and General Assembly data and recommendations for their use in making policy determinations; (2) provides technical and financial planning assistance to local governments and stimulates planning capabilities of State departments; (3) collects, analyzes and publishes basic data and information for planning purposes; (4) prepares Statewide comprehensive plans and special studies of important development issues; (5) formulates and updates annually the State Capital Improvements Program and prepares the annual Capital Improvement Budget; (6) operates the State Clearinghouse and participates in interagency and inter-governmental planning committees to coordinate planning efforts horizontally among State agencies and vertically between levels of government. A copy of the Department's authorizing legislation, Article 88C, is attached.



In response to both a Maryland Legislative Resolution approved on April 30, 1974 as well as to an Executive charge issued by Governor Mandel on August 20, 1974, a "Governor's Commission on Fire Services" was created. The Commission's uncorrected report, dated January 15, 1975, (see Appendix) addresses education and training problems and offers recommendations to resolve these concerns. This report is somewhat out of date and has been found to contain several technical inaccuracies. The material in many instances, however, will serve to provide a good informational baseline and historical perspective.

Newly enacted legislation, (see attachment) which awaits the Governor's signature, creates a Maryland Fire-Rescue Education and Training Commission, But, even when established, this Commission membership will be too limited to meet the Organizational Design criteria for a completely representative planning body. Therefore, the Governor's Commission will be restructured and expanded to serve as the major substantive mechanism to achieve preparation of the Statewide Fire Education and Training Plan. This group will be known as the Maryland Statewide Fire Education and Training Planning Committee. Membership of the Statewide Fire Education and Training Planning Committee will be as follows:

- Maryland State Firemen's Association, Firemen's Training Committee
- Maryland Emergency Medical Services
- Maryland State Ambulance and Rescue Association
- Maryland Municipal League
- Maryland Association of Counties
- MD/DC Professional Firefighters Association
- Maryland Fire and Rescue Institute
- State Board of Community Colleges
- Maryland Council on Higher Education
- Maryland Fire Chiefs Association
- Public Representation
- Maryland Council of Fire and Rescue Academies
- Advisory Council, Maryland Fire and Rescue Institute
- State Fire Marshal
- Department of Natural Resources, Forest Service
- Johns Hopkins University, Applied Physics Laboratory
- Fire Protection Curriculum, College of Engineering, Univ. of Maryland
- Maryland Fire-Rescue Education and Training Commission





ARTICLE 41

226.

Creation of Department;  
Secretary of State Planning

(a) The Department of State Planning is hereby created as a principal department of the State Government. The head of the Department of State Planning shall be the Secretary of State Planning, who shall be appointed by the Governor with the advice and consent of the Senate.

Responsible to the Governor;  
Qualifications; Powers  
of Appointment

(b) The Secretary of State Planning shall serve at the pleasure of the Governor. He shall be directly responsible to the Governor, shall counsel and advise him on all matters assigned to the Department of State Planning and shall be responsible for carrying out the Governor's policies with respect to such matters. The Secretary shall be a person qualified by training or experience in State, regional or local planning or having significant civic, governmental or business experience in matters connected with urban or rural planning. He shall receive such salary and have such assistants, professional consultants and employees as provided in the State budget. Any assistant secretaries, professional consultants and officials hereinafter specifically provided for, shall serve at the pleasure of the Secretary. All other employees shall be appointed and removed by the Secretary in accordance with the provisions of Article 64A of the Annotated Code of Maryland.

Guidelines and Procedures;  
Deputy Secretary

(c) The Secretary shall be responsible for the operation of the Department of State Planning and shall establish guidelines and procedures to promote the orderly and efficient administration thereof. He may establish areas of responsibility within the Department and may reorganize or abolish the same as necessary to fulfill effectively the duties assigned to him. He shall appoint, with the approval of the Governor, a Deputy Secretary who shall have such duties as are provided by law or delegated by the Secretary. The Deputy Secretary shall serve at the pleasure of the Secretary and shall receive such compensation as is provided in the State budget.

Attorney General As  
Legal Advisor; Assistant  
Attorney General

(d) The Attorney General shall be the legal advisor to the Department. He shall, at the request of the Governor, assign to the Department at least one and such additional number of Assistant Attorneys General as may hereafter be authorized by law for such department. One of the said Assistant Attorneys General shall be designated by the Attorney General as counsel to the Department of State Planning. The counsel to the Department shall have no duty other than to render, subject to the discretion and control of the Attorney General, such legal aid, advice and counsel as the Secretary and other officials of the Department may require, and the supervision of the other Assistant Attorneys General assigned to the Department. After the Attorney General has designated an Assistant Attorney General to serve as counsel to the said Department, he shall not reassign said counsel without consultation with the Secretary of the Department of State Planning. The counsel to the said Department, and the other Assistant Attorneys General so employed, shall each perform such legal duties for the Department, as the Attorney General may, from time to time, assign to them; and the Attorney General is hereby authorized to assign to them, and each of them, the performance, subject to his discretion and control, of any of the duties with respect to said Department required of him by law. All such Assistant Attorneys General shall be practicing lawyers of the State of Maryland, in good standing, and they shall receive such compensation as shall be provided in the State budget.

Department Budget;  
Rules and Regulations

(e) The Secretary shall be responsible for the budget of the Department of State Planning and for the promulgation of all rules and regulations of the Department.

227.

Access to Information;  
Surveys; Hearings; Other  
Powers

(a) The Secretary of State Planning shall also: (1) have access, or designate staff members of the Department who shall have access, to information, reports and data which relate to State planning in the possession of departments, agencies or instrumentalities of the State, or in the possession of regional, metropolitan, county, municipal or other local agencies and instrumentalities; (2) have the right to enter, or designate staff members of the Department who may enter, at reasonable times and in such a manner as to cause no unnecessary injury upon any land in order to make examinations and surveys related to State planning; (3) hold hearings on matters of State planning whenever it is in the public interest and, after adequate public notice; (4) attend meetings of regional or metropolitan planning commissions and interstate and other planning conferences, in the interest of intergovernmental planning and cooperation; and (5) exercise all other powers necessary and proper for the discharge of his duties.



(b) The Secretary of State Planning shall have a seal for purposes of authentication of copies of records or papers in his office.

228.

The State Planning Department and the Office of Director of State Planning are hereby abolished. Whenever the terms "State Planning Department" or "Director of State Planning" are used in any provisions of this Code, or in any other laws, ordinances, resolutions, regulations, or directives, they shall be deemed to mean the Department of State Planning and the Secretary of State Planning, respectively unless, however, such construction would be unreasonable. From and after July 1, 1969, all rights, powers, duties, obligations and functions heretofore conferred upon or exercised by the State Planning Department and the Director of State Planning shall be transferred to and be exercised and performed by the Secretary of State Planning, unless otherwise provided by law. All rules, regulations, forms, orders and directives promulgated by or in effect for the State Planning Department as of June 30 1969, shall continue in force unless and until changed by the Secretary of State Planning.

Abolishment of State Planning Department; Transference of Powers; Rules and Regulations to remain in Force Until Changed

ARTICLE 88C

1.

There shall be a Department of State Planning responsible to the Governor, headed by the Secretary of State Planning, as provided for in Section 226 of Article 41 of this Code. It shall be the purpose of the Department to function as the Governor's staff agency in planning matters, and to prepare, recommend and keep up to date a balanced, integrated program for the development and effective employment of the natural and other resources of the State, in order to promote the health, safety and general welfare of its citizens. In the execution of its purposes, the Department shall function as an advisory, consultative and coordinating agency, (1) harmonizing its planning activities with the planning activities of departments, agencies or instrumentalities of State or local government; (2) rendering necessary planning assistance; (3) stimulating public interest and participation in the development of the State; (4) coordinating the plans and programs of all State departments, agencies and instrumentalities; and (5) coordinating the State programs with the federal government. Nothing contained in this article shall operate in derogation of planning powers conferred upon departments, agencies or instrumentalities of State or local government by any existing State or local law.

Purposes of Department; Advisory; Consultative; Coordinating Functions; Limitations

2.

(a) The Department of State Planning shall:

(b) Prepare, and from time to time amend, revise, or change, a plan or plans for the development of the State, which plan or plans collectively shall be known as the State development plan. The plan shall be based on studies of physical, social, economic and governmental conditions and trends and shall aim at the coordinated development of the State in order to promote the general welfare and prosperity of its people. In preparing the State development plan or any part thereof, and in preparing, from time to time, revisions, amendments, extensions or additions, the Department shall seek the comments of and consult with the local governments of the areas which are affected by the plan and shall seek the cooperation and advice of other appropriate departments, agencies and instrumentalities of federal, State and local government, regional and metropolitan planning commissions, educational institutions and research organizations, whether public or private, and of civic groups and private persons and interested organizations. The State development plan shall embody the policy recommendations of the Department of State Planning in regard to the economic and physical development of the State and shall contain:

Basic Duties; State Development Plan

(1) A statement of the objectives, standards and principles sought to be expressed in the plan;

(2) Recommendations for the most desirable general pattern of land use within the State, in the light of the best available information concerning topography, climate, soil and underground conditions, water sources and bodies of water, and other natural or environmental factors, as well as in the light of the best available information concerning the present and prospective economic bases of the State, water and sewerage facilities, trends of industrial, population or other developments, the habits and standards of life of the people of the State, and the relation of land use within the State to land use within adjoining areas;

(3) The identification of areas of critical State concern, after consultation with and consideration of recommendations submitted to the Secretary by the local subdivisions. The Department may establish guidelines for use by the local subdivisions in making their recommendations as to what are the areas of



Department as to the areas within the respective jurisdictions which should be designated as being of critical State concern.

(4) The major circulation pattern recommended for the State, including major routes and terminals of transit, transportation and communication facilities whether used for movement within the State or for movement from and to adjoining areas;

(5) Recommendations concerning the need for the proposed general location of major public and private works and facilities, such as utilities, flood control works, water reservoirs and pollution control facilities and military or defense installations, which works or facilities, by reason of their function, size, extent, legal status, or for any other cause are of State as distinguished from purely local concern, or the authorization, location or construction of which are legally within the province or jurisdiction of State bodies or officials, or which for any other cause are appropriate subjects for inclusion in the State development plan as distinguished from the local or regional public plans or programs;

(6) A comprehensive analysis and evaluation of the capital plans and programs of the State departments, agencies, commissions, and instrumentalities;

(7) A review and analysis of all federal grants, loans or services of any type whatsoever available to this State, and State grants to local governments, including an analysis of the impact on this State of existing and proposed future federal programs;

(8) Such other recommendations of the Secretary concerning current and impending problems as may affect the State as a whole;

#### Studies and Investigations

(c) Make studies and investigations, insofar as may be relevant to State planning, of the resources of the State and of existing and emerging problems of agriculture, industry, commerce, transportation, population, housing, public service, local government and of allied matters affecting the development of the State, and in making such studies, seek the cooperation and collaboration of the appropriate departments, agencies and instrumentalities of federal, State and local government, educational institutions and research organizations, whether public or private, and of civic groups and private persons and organizations;

#### Governor's Principal Staff Agency in Planning

(d) Act as the Governor's principal staff agency in planning matters concerning the resources and development of the State and, in this capacity, undertake special studies and investigations, submit reports and render advice to the Governor whenever he may request;

#### Cooperation with General Assembly

(e) Provide information to and cooperate with the General Assembly or any of its committees in connection with the studies relevant to State planning;

#### State Capital Program; Annual Capital Budget

(f) Prepare the State's capital program and the annual capital budget, as well as study all capital projects proposed to be undertaken by State departments and agencies.

#### Resources, Facilities Inventories

(g) Prepare and from time to time revise inventory listings of the State's natural resources, and of major public and private works and facilities of all kinds which are deemed of importance to the development of the State as a whole;

#### Planning Assistance: State, local, Federal, regional agencies

(h) Cooperate with, and provide planning assistance, including but not limited to surveys, land use studies, urban renewal plans, technical services and other planning work, to county, municipal or other local governments, instrumentalities or planning agencies; and cooperate with and assist departments and other agencies or instrumentalities of federal, State and local government as well as regional, metropolitan, county, municipal or other local or private planning agencies in the execution of their planning functions, with a view to harmonizing their planning activities with the State development plan. The Department shall also cooperate and confer with, and upon request, supply information to federal agencies, and to local or regional agencies created pursuant to a federal program or which receive federal support, and shall cooperate and confer, as far as possible, with planning agencies of other states or of regional groupings of states. Whenever cooperation or assistance under this subsection includes the rendering of technical services, such services may be rendered free or in accordance with an agreement for reimbursement;

#### Public Information; Participation

(i) Provide information to officials of departments, agencies and instrumentalities of State and local government and to the public at large, in order to foster public awareness and understanding of the objectives of the plan and of the function of State, regional and local planning, and in order to stimulate public interest and participation in the orderly integrated development of the State.



(j) Accept and receive, in furtherance of its function, funds, grants and services from the Federal government or its agencies, from departments, agencies and instrumentalities of State or local government, or from private and civil sources;	Receiving Federal Funds and Services
(k) Cooperate, in the exercise of its planning functions, with federal and State agencies in planning for civil defense;	Civil Defense Planning
(l) Correlate information and data concerning land and other real property owned by the State and its agencies and political subdivisions. This function involves a listing of the real property, together with pertinent details as to size, facilities and value, in order that the Department may serve as a repository and clearing house for information on available real property for public uses.	State Property Information Correlation
(m) Advise the Governor on the means and methods available to coordinate plans and programs of all State departments, agencies, commissions and instrumentalities in order to establish relative priorities and to avoid duplication and conflicts;	State Agency Planning Coordination
(n) Advise the Governor as to the names and methods available to coordinate plans and programs of federal, State, local, regional, metropolitan, county and municipal governments in order to avoid duplication and conflict.	Intergovernmental Planning Coordination
(o) Establish statewide classification standards for geographically referencing all basic planning data collected by State departments and units, which standards may be used by all units of State and local government.	Data Reference Standards
(p) Create a central depository for all government general, area, and functional plans as related to this article in effect and amendments thereto and revisions thereof prepared by State, regional, local, municipal and interstate agencies. Effective July 1, 1974, every State, regional, local, municipal and interstate agency shall submit to the Department such plans as they are promulgated. The Department shall by rule or regulation identify the plans required to be submitted.	State Depository of Plans
(q) Have the right and authority to intervene in and become a party to any administrative, judicial, or other proceeding in this State concerning land use, development or construction. Upon intervention, the Department shall have standing and all rights of a party in interest or aggrieved party, including all rights to apply for judicial review and appeal. In addition, it may file a formal statement of environmental or economic impact expressing the views of the Department and any other unit of the State government. The right of intervention in any administrative, judicial or other proceeding in this State may be exercised only in accordance with applicable rules of procedure and law as they relate to the proceeding. The Department and the governing bodies of the local subdivisions shall establish procedures for notification of the Department of applications for zoning, permits, or authority to use, develop, or construct upon land which involve more than a local impact and is of substantial State or regional interest.	Intervention in Administrative and Judicial, or Other Proceeding
(r) Exercise all other powers necessary and proper for the discharge of its duties.	Necessary Powers
3. The Secretary may make agreements with heads of other State departments, agencies or local governments, or regional, metropolitan, county, municipal or other local planning agencies, or Federal agencies, for the temporary transfer of employees to such departments, agencies, local governments or such planning agencies to the Department of State Planning or for the temporary transfer of employees of the Department of State Planning to such departments, agencies, local governments or such planning agencies, and for the temporary exchange of employees between the Department of State Planning and such other agencies, for periods not exceeding ninety days for any one transfer. Such agreements shall not require the approval of the State Commissioner of Personnel, and employees so transferred shall, for purposes of the provisions of the classified service law, be deemed to have continued to serve in the position from which they were temporarily transferred or exchanged. In connection with such temporary transfers or exchanges of employees, the Secretary may agree to reimburse, or to receive reimbursement from the departments, agencies or local governments concerned. The Secretary may, also, from time to time, contract for professional or consultant services in connection with the work of the Planning Department.	Employee Transference; Professional and Consultant Services
4. (a) There shall be a State Planning Commission within the Department of State Planning, which shall constitute an advisory board for the Department of State Planning. The State Planning Commission shall consist of nine members, seven of whom shall be appointed by the Governor, of whom none shall be persons holding a salaried State office, selected, as far as possible, to reflect different broad geographic, economic and social interests in the State. They shall serve for four-year terms, beginning as of	Creation; Membership; Qualifications; Term; Vacancies; Expenses of Members; Meetings





bers originally appointed four shall be appointed for a two-year term and the remainder for a four-year term. Members appointed by the Secretary of State Planning and in office on July 1, 1971, shall continue in office until the expiration of their terms. The Governor shall fill by appointment any vacancy for the unexpired balance of a member's term. Two members of the Commission shall be ex officio members, one of whom shall be a member of the House of Delegates of Maryland to be designated by the Speaker thereof, and the other of whom shall be a member of the Senate of Maryland to be designated by the President thereof. All members shall serve without compensation but shall be reimbursed for expenses incurred in the performance of their duties, in accordance with the standard travel regulations. The Governor shall appoint a chairman of the Commission. The State Planning Commission shall meet as often as necessary but at least twice each year, either on the call of the Secretary or on the call of the chairman. The chairman shall call a meeting of the Commission whenever requested to do so by the Secretary of State Planning or by any three members of the Commission. The Secretary of State Planning shall designate another member of the staff of the Department of State Planning, who shall serve as Secretary to the Commission in addition to his regular duties of employment with the Department of State Planning.

Commission  
Subcommittees

(b) The State Planning Commission may from time to time, with the approval of the Secretary of State Planning, establish subcommittees and may delegate such of its functions to subcommittees as it may deem appropriate. The chairman of the Planning Commission may appoint to membership of the subcommittees non-members of the Commission specially qualified in matters to be considered by such subcommittees. Unless authorized by a majority vote of the State Planning Commission, and approved by the Secretary of State Planning, the number of such special subcommittee members serving on any one subcommittee shall be less than the number of members of the State Planning Commission serving on such subcommittee. All members of subcommittees shall be reimbursed for necessary expenses incurred in the performance of their duties.

Commission Duties;  
Reports to Secretary

(c) The State Planning Commission shall advise and report to the Secretary of State Planning on all matters submitted to it by the Secretary, such as, but not limited to, the State Development Plan, current operations and activities of the Department of State Planning, the needs of the State for further development, the establishment of regional or metropolitan planning areas, the effectiveness of the Department and its planning activities, and public awareness and understanding of the objectives and functions of State and local planning. The State Planning Commission may, with the approval of the Secretary of State Planning, hold public or private hearings and sponsor public forums in any part of the State whenever it deems it necessary or useful in connection with its advisory functions.

5.

State Development Plan;  
Submission to Governor

Upon the preparation of the State development plan or of any substantial phase or part thereof, or upon the preparation of an amendment or revision of or addition to the State development plan, the Secretary of State Planning shall submit the same to the Governor, who may file it, together with his comments, in the office of the Secretary of State. Upon filing it, the Governor shall transmit copies thereof, together with copies of his comments, to the heads of all departments and agencies of State government and to the General Assembly. If the Governor files such plan or part of a plan, the Department of State Planning shall make copies of the material so filed available for general distribution or sale.

6.

Capital Improvement  
Programs

The Department of State Planning shall prepare, amend and keep up to date a five-year program of State public works and major capital improvement projects undertaken or recommended to be undertaken with State aid or under State regulation. In preparing the program, the Department of State Planning shall have the collaboration of the Department of Budget and Fiscal Planning. The program shall classify projects in regard to the urgency and need for their realization, and shall recommend a time sequence for their construction. The program shall also contain the contract price or estimated cost of each project and shall indicate probable operating and maintenance costs and probable revenues, if any, as well as existing sources of funds or the need for additional sources of funds for the construction and operation of each project. The capital program shall, as far as possible, be based on existing information in the possession of the Department of State Planning, the Department of Budget and Fiscal Planning and other departments and agencies of State government. Heads of departments and other agencies and instrumentalities of State government shall transmit to the Secretary of State Planning a statement of all capital projects proposed to be undertaken by their departments or agencies for study, advice and recommendation by the Department of State Planning and for consideration for inclusion in the capital program of the State. Such department or agency heads shall also, upon request, submit such information to the Department of State Planning and to the Department of Budget and Fiscal Planning as these agencies may require in the preparation of the program. The Department of State Planning shall receive



the assistance of the Department of Budget and Fiscal Planning in connection with the preparation of the annual capital budget.

7.

The Governor shall provide in his annual budget a sum sufficient to establish a Revolving Preliminary Planning Fund under the jurisdiction of the Board of Public Works. For any project which is a part of the capital improvement programs established pursuant to Section 6, funds may be made available, upon recommendation of the Department of State Planning with the approval of the Board of Public Works, for preliminary plans, studies, designs, and outline specifications from the Revolving Preliminary Planning Fund. Such sums advanced shall be reimbursed to the Revolving Preliminary Planning Fund with the approval of the Board of Public Works out of the annual general construction loan, or from any other special loan funds separately authorized by the General Assembly or from general funds.

Revolving Preliminary  
Planning Fund

8.

The Department of State Planning may render financial or other planning assistance to county, municipal or other local governments, instrumentalities or planning agencies and to regional or metropolitan planning commissions. Such assistance may be conditioned on equal, larger or smaller contributions by the agency which requests such assistance, but in any case in which funds or services are requested and received by the Department of State Planning from any federal agency for planning assistance to county, municipal or other local governments, instrumentalities or planning agencies, or to regional or metropolitan planning commissions, the condition imposed by federal law or regulation shall be carried out. Whenever federal laws or regulations condition such grants upon equal, larger or smaller contributions without specifications as to whether the State, or the locality receiving planning assistance shall make such contribution, the Department of State Planning may supply such contribution or any part thereof. Whenever the Department of State Planning is requested to render financial assistance to a regional, metropolitan, county, municipal or other local planning agency, the Secretary of State Planning shall first consider the adequacy and competency of the particular agency. All local governments, instrumentalities or planning agencies receiving financial or other planning assistance from the State shall at the request of Secretary of State Planning submit copies of their planning budgets for planning purposes to him. He may also require an annual audit of their financial operations related to planning by the state auditor, or by auditors or accountants legally qualified to perform municipal audits. When a local government, instrumentality or planning agency receives financial or other planning assistance from federal agency, the Secretary of State Planning may accept such federal agency's audit.

Financial Planning Assist-  
ance to other Planning  
Agencies and Commissions

9.

(a) The Department of State Planning shall submit an annual report to the Governor sixty days before the General Assembly convenes for a regular session. The annual report shall contain summaries of those sections of the State development plan which have been amended, revised, added or deleted during the year which have previously been filed by the Governor in accordance with 5, and the nature of all such amendments, revisions, additions and deletions shall be clearly indicated. The annual report shall also contain summaries of important studies partially or entirely completed by the Department of State Planning and summaries of the work of the Department and of the State Planning Commission.

Annual Report

(b) The Department of State Planning shall also submit special reports upon the request of the Governor or the General Assembly, or of the Legislative Council, or at the discretion of the Secretary, on those aspects of the Department's work which may be deemed of current interest. Special reports on major research and planning projects, as distinguished from mere compilations of current data, shall be made available as soon as practicable after completion.

Special Reports

(c) The Department of State Planning shall distribute copies of its annual report to the members of the General Assembly, to the heads of all State departments and all local, regional and metropolitan planning agencies in the State, and upon request, to interested federal agencies. The special reports of the Department of State Planning shall be distributed in the same manner as the annual report unless the Governor directs otherwise. The Department of State Planning shall make copies of special and annual reports available for general distribution or sale.

Distribution

10.

(a) All requests by State agencies for capital projects shall be submitted to the Department of State Planning before July 1 of the fiscal year prior to the fiscal year in which they are to be commenced unless the requesting department declares the project to be an emergency.

Deadline for Submission  
of Capital Projects Requests

(b) No appropriations shall be authorized for preliminary planning funds unless the agency in question has submitted to the Department of State Planning a program describing in detail the purpose of the project for which funds are being requested.

Description of Purpose  
of Project



(c) No changes shall be permitted in any project for which funds are requested after the preliminary plan has been completed and approved except upon the approval of the Secretary of the Department of State Planning and the Secretary of General Services.

(d) Notwithstanding the provisions of Section 15 (e) of Article 77A of this Code, or any other law, to the contrary, all requests by State agencies for capital projects shall be accompanied with a detailed listing of all expenditures proposed for capital improvements which will be funded from nonbudgeted revenues or from grants of any kind.

11.

In order to provide regional planning in the area of the State subject to the jurisdiction of the Maryland-National Capital Park and Planning Commission, the Department of State Planning is authorized to include in its annual budget such amounts as the Secretary deems appropriate as the State's share of the cost of regional planning projects programmed by the Commission for the following fiscal year, provided that in no event shall the annual payment exceed one hundred thousand dollars (\$100,000.00). The Secretary of the Department of State Planning shall determine which of said regional planning projects shall qualify for State assistance, and the Commission shall furnish the Secretary with such information as the Secretary may require to make said determinations. On or before August 1, 1972, and on or before August 1 of each year thereafter, the Commission shall furnish to the Secretary its proposed budget for the following fiscal year. Thereafter, the Commission shall promptly notify the Secretary of and obtain his approval for any changes in the proposed budget for regional projects funded under this section. Notwithstanding any of the provisions of Chapter 780 of the laws of Maryland, (1959), as amended, the Secretary may require an annual audit of the Commission's operations relating to any projects financed in whole or in part by payments to the Commission from the Department of State Planning.

12.

All State agencies shall notify the Department of State Planning of any real property which is excess to the needs of the State agency, or of any substantial change of any real property owned by the State. The Department of State Planning shall examine the proper disposition of such property, ascertain the interest, if any, of State agencies and local governments in such property, and shall make appropriate recommendations to the using State agency and to the Board of Public Works.



HOUSE OF DELEGATES

No. 784

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By: The Speaker (Legislative Council)  
Introduced and read first time: January 14, 1976  
Assigned to: Ways and Means

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A BILL ENTITLED

AN ACT concerning 34

Public Safety 37

FOR the purpose of creating the Maryland Fire-Rescue 41  
Education and Training Commission; defining certain 42  
terms; providing for the composition of the 43  
Commission, the members' qualifications, the method 44  
of appointment and the members' terms of office; 45  
providing for the removal of members and for the 46  
filling of vacancies; providing for the selection of 47  
a Chairman and Vice Chairman; providing for a 48  
minimum number of meetings; defining a quorum; 49  
defining members' compensation and expenses; 50  
defining the powers and duties of the Commission; 51  
and generally relating to the Maryland Fire-Rescue 52  
Education and Training Commission. 53

BY adding to 50

Article 41 - Governor-Executive and 53  
Administrative Departments 54

Section 70C to be under the new subtitle "Maryland 56  
Fire-Rescue Education and Training 57  
Commission" 58

Annotated Code of Maryland 59  
(1971 Replacement Volume and 1975 Supplement) 60

SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF 63  
MARYLAND, That new Section 70C to be under the new 64  
subtitle "Maryland Fire-Rescue Education and Training 65  
Commission" be and it is hereby added to Article 41 - 66  
Governor-Executive and Administrative Departments, of the 67  
Annotated Code of Maryland (1971 Replacement Volume and 68  
1975 Supplement) to read as follows: 69  
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Article 41 - Governor-Executive and 73  
Administrative Departments 74

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EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.  
[Brackets] indicate matter deleted from existing law.  
Numerals at right identify computer lines of text.





MARYLAND FIRE-RESCUE EDUCATION AND  
TRAINING COMMISSION

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70c.

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(A) DEFINITIONS AS USED IN THIS SECTION:

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(1) "COMMISSION" SHALL MEAN THE MARYLAND  
FIRE-RESCUE EDUCATION AND TRAINING COMMISSION OR OFFICERS  
OR EMPLOYEES THEREOF ACTING ON ITS BEHALF.

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(2) "EMERGENCY SERVICES" SHALL MEAN THE  
FIRE, RESCUE, AND AMBULANCE SERVICES.

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(3) "INSTRUCTORS" SHALL MEAN THOSE PERSONS  
WHO TEACH EMERGENCY SERVICES EDUCATION AND TRAINING.

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(4) "USERS" SHALL MEAN THOSE PERSONS WHO  
APPLY THEIR EMERGENCY SERVICES EDUCATION AND TRAINING IN  
THE FIELD.

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(5) "CAREER" SHALL MEAN THOSE WHO ARE  
EMPLOYED FULL TIME BY A FIRE, RESCUE, OR AMBULANCE  
DEPARTMENT IN THE STATE OF MARYLAND.

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(6) "VOLUNTEER" SHALL MEAN THOSE WHO ARE  
VOLUNTEER MEMBERS OF A FIRE, RESCUE, OR AMBULANCE  
DEPARTMENT IN THE STATE OF MARYLAND.

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(7) "SCHOOLS" SHALL MEAN THE MARYLAND FIRE  
AND RESCUE INSTITUTE, ANY EMERGENCY SERVICES TRAINING  
ACADEMIES OPERATED BY ANY CITY, COUNTY, OR MUNICIPAL  
GOVERNMENTS, ANY COMMUNITY COLLEGES OFFERING EMERGENCY  
SERVICES EDUCATION AND TRAINING COURSES, ANY PUBLIC  
SCHOOLS OFFERING EMERGENCY SERVICES EDUCATION AND  
TRAINING COURSES, AND ANY PRIVATE OR GOVERNMENTAL  
INSTITUTIONS OR BODY PROVIDING EMERGENCY SERVICES  
EDUCATION AND TRAINING COURSES.

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(B) ESTABLISHMENT AND MEMBERSHIP OF COMMISSION.

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THERE IS HEREBY ESTABLISHED IN THE DEPARTMENT OF  
PUBLIC SAFETY AND CORRECTIONAL SERVICES, A MARYLAND  
FIRE-RESCUE EDUCATION AND TRAINING COMMISSION WHOSE  
MEMBERSHIP SHALL CONSIST OF 11 PERSONS, APPOINTED BY THE  
GOVERNOR, QUALIFIED BY EXPERIENCE AND TRAINING TO DEAL  
WITH THE MATTERS WHICH ARE THE RESPONSIBILITIES OF THE  
COMMISSION. THE TERM OF OFFICE OF THE MEMBERS FIRST  
TAKING OFFICE SHALL EXPIRE AS DESIGNATED BY THE GOVERNOR  
AT THE TIME OF APPOINTMENT, TWO AT THE END OF ONE YEAR,  
THREE AT THE END OF TWO YEARS, THREE AT THE END OF THREE  
YEARS, AND THREE AT THE END OF FOUR YEARS, EACH  
SUCCEEDING TERM SHALL BE FOR FOUR YEARS, AND ANY MEMBER  
IS SUBJECT TO REMOVAL BY THE GOVERNOR AT ANY TIME FOR  
NEGLECT OF HIS DUTIES OR FOR OTHER CAUSE WHICH IN THE

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OPINION OF THE GOVERNOR MAKES HIS CONTINUED MEMBERSHIP  
UNWISE IN THE PUBLIC INTEREST. ANY MEMBER APPOINTED TO  
FILL A VACANCY OCCURRING PRIOR TO THE EXPIRATION OF THE  
TERM FOR WHICH HIS PREDECESSOR WAS APPOINTED, SHALL BE  
APPOINTED FOR THE REMAINDER OF THE TERM. OF THE MEMBERS  
OF THE COMMISSION THERE SHALL BE AT ALL TIMES SIX MEMBERS  
WHO SHALL BE FROM THE VOLUNTEER EMERGENCY SERVICES  
REPRESENTING BOTH INSTRUCTORS AND USERS, THREE MEMBERS  
WHO SHALL BE INSTRUCTORS FROM THE CAREER EMERGENCY  
SERVICES REPRESENTING THE ACADEMIES, AND TWO MEMBERS WHO  
SHALL BE FROM THE CAREER EMERGENCY SERVICES REPRESENTING  
THE USERS.

(C) CHAIRMAN; VICE CHAIRMAN; MEETINGS; QUORUM;  
COMPENSATION.

(1) THE GOVERNOR SHALL DESIGNATE THE  
CHAIRMAN FROM AMONG THE COMMISSION MEMBERS, WHO SHALL  
SERVE AT THE PLEASURE OF THE GOVERNOR.

(2) THE COMMISSION SHALL ANNUALLY ELECT A  
VICE CHAIRMAN FROM AMONG ITS MEMBERS. IN THE ABSENCE OF  
THE CHAIRMAN, THE VICE CHAIRMAN SHALL EXERCISE THE POWERS  
AND DUTIES OF THE CHAIRMAN.

(3) THE COMMISSION SHALL HOLD REGULAR  
MEETINGS AT LEAST ONCE EVERY TWO MONTHS AND SPECIAL  
MEETINGS AT SUCH TIMES AS ITS CHAIRMAN MAY DETERMINE.

(4) THE BUSINESS OF THE COMMISSION MAY NOT  
BE TRANSACTED IN THE ABSENCE OF A QUORUM WHICH SHALL BE  
SIX MEMBERS, ONE OF WHOM MUST BE THE CHAIRMAN OR VICE  
CHAIRMAN.

(5) THE MEMBERS OF THE COMMISSION SHALL  
SERVE WITHOUT COMPENSATION, BUT SHALL BE REIMBURSED FOR  
THEIR EXPENSES INCURRED IN THE OFFICIAL PERFORMANCE OF  
THEIR DUTIES.

(D) POWERS AND DUTIES GENERALLY.

SUBJECT TO THE AUTHORITY OF THE SECRETARY OF PUBLIC  
SAFETY AND CORRECTIONAL SERVICES, THE COMMISSION IS  
VESTED WITH THE FOLLOWING POWERS, AUTHORITY,  
RESPONSIBILITIES, AND DUTIES:

(1) TO MAINTAIN MINUTES OF ITS MEETINGS AND  
SUCH OTHER RECORDS AS IT DEEMS NECESSARY. STAFF SERVICES  
SHALL BE PROVIDED BY THE DEPARTMENT OF PUBLIC SAFETY AND  
CORRECTIONAL SERVICES.

(2) TO COOPERATE WITH AND ASSIST SCHOOLS IN  
THE CORRELATION OF ALL EMERGENCY SERVICES EDUCATION AND  
TRAINING COURSES AND ACTIVITIES.



(3) IN COOPERATION WITH THE UNIVERSITY OF MARYLAND, TO ASSIST IN THE DEVELOPMENT OF A PROGRAM FOR ACCREDITATION OF EMERGENCY SERVICES INSTRUCTORS AND SCHOOLS BY THE UNIVERSITY OF MARYLAND.	163 164 165
(4) IN CONSULTATION WITH INSTRUCTORS AND USERS, TO DEVELOP MINIMUM UNIFORM EDUCATIONAL AND TRAINING STANDARDS FOR EMERGENCY SERVICES INSTRUCTORS, USERS, AND SCHOOLS.	167 168 169
(5) IN COOPERATION WITH SCHOOLS, TO ASSIST IN HELPING TO ACHIEVE STANDARDIZATION OF COURSE CONTENT AND RECIPROCITY OF COLLEGE CREDITS FOR EMERGENCY SERVICES EDUCATION AND TRAINING.	171 172 173
(6) IN COOPERATION WITH APPROPRIATE GOVERNMENT AGENCIES, TO DEVELOP AND MAINTAIN A CURRENT MASTER PLAN FOR EMERGENCY SERVICES EDUCATION AND TRAINING.	175 176
(7) TO COOPERATE WITH THE MARYLAND FIRE AND RESCUE INSTITUTE IN DEVELOPING AND OPERATING A SYSTEM FOR COLLECTION AND ANALYSIS OF EMERGENCY SERVICES EDUCATION AND TRAINING DATA, AND EXCHANGE OF INFORMATION.	178 179 180
(8) TO ENCOURAGE, PROMOTE, AND CONTINUALLY REVIEW RESEARCH AND DEVELOPMENT IN NEW EMERGENCY SERVICES TECHNIQUES, METHODS, AND PROCEDURES.	182 183
(9) TO PROPOSE AND ENCOURAGE IMPROVEMENTS IN EMERGENCY SERVICES EDUCATION AND TRAINING IN ALL SCHOOLS.	185 186
(10) TO COOPERATE WITH AND REVIEW MATERIAL FROM OTHER STATES AND FEDERAL AGENCIES ON MATTERS PERTAINING TO EMERGENCY SERVICES EDUCATION AND TRAINING.	188 189
(11) TO RECOMMEND TO THE SECRETARY OF PUBLIC SAFETY AND CORRECTIONAL SERVICES, SUCH RULES AND REGULATIONS AS MAY BE REASONABLY NECESSARY OR APPROPRIATE TO ACCOMPLISH THE PURPOSES AND OBJECTIVES OF THIS SECTION.	191 192 193
(12) TO REVIEW ANY PROPOSED OR ADOPTED NATIONAL STANDARDS OR CERTIFICATION IN THE EMERGENCY SERVICES AND RECOMMEND TO THE SECRETARY OF PUBLIC SAFETY AND CORRECTIONAL SERVICES WHAT ACTIONS SHOULD BE TAKEN REGARDING SUCH STANDARDS OR CERTIFICATION.	195 196 197 198
(13) TO PREPARE AN ANNUAL REPORT ON THE COMMISSION'S ACTIVITIES TO THE SECRETARY OF PUBLIC SAFETY AND CORRECTIONAL SERVICES.	200 201
(14) TO PROVIDE A PLACE OF STORAGE FOR THE RECORDS OF THE COMMISSION AND THE ORIGINAL GOVERNOR'S COMMISSION ON FIRE SERVICES.	203 204



SECTION 2. AND BE IT FURTHER ENACTED, That this Act  
shall take effect July 1, 1976.

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